



Project Administration

3 key questions to keep trouble at bay

- 1) Do I have pre-approval in writing?
- 2) Is it in my budget?
- 3) Am I on the same page as my NHDOT Project Manager?



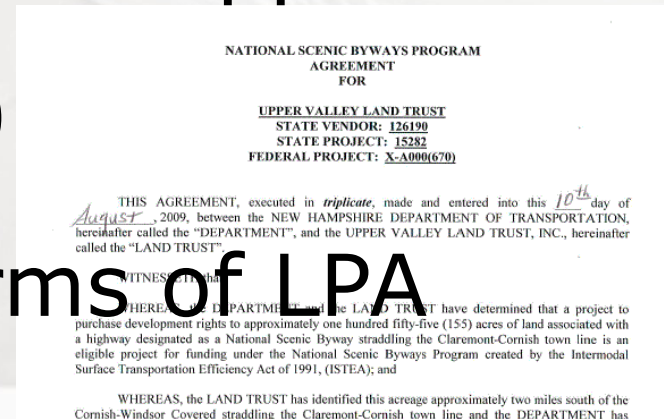




Step#1 – LPA Project Agreement

First things first

- 1) Sets the stage for the use of funds
 - 2) Follows Governor & Council approval
(several month process)
 - 3) NHDOT does enforce terms of LPA
- ## Project Agreements



Sections #6 & #10



Project Agreement

Important terms:

- 1-H) Reimbursement of all funds to NHDOT if Sponsor defaults on any part of the Project Agreement

- 3-D) Schedule for project start and completion



LPA Project Agreement

Describes how Sponsor receives federal money

- Sponsor pays all bills upfront (100%)
- If eligible, NHDOT reimburses federal share (typically 80%)
- Agreement will specify Sponsor's match (typically 20%)



Sections #6 & #10



LPA Project Agreement

Remember.....

- Don't add the date to the Project Agreement, NHDOT staff apply the execution date to the document
- A fully executed version will be sent back to Sponsor, including the date

**See LPA Manual Appendix #3 for
sample Agreement**

Sections #6 & #10



Step #2 – Scoping Meeting

Why?

- Face to face with your NHDOT Project Manager
- Best foot forward opportunity for NHDOT and Sponsor's two-year relationship
- Questions and answers for both sides to understand aims and goals
- Represents "Project Start" specified in Project Agreement





Step #3 – Project Schedule

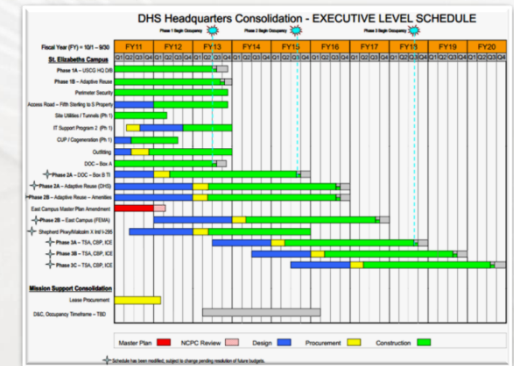
Q&A

Question:

Is a schedule really necessary?

Answer:

YES, it is how we know you can do what you say you want to when you want to do it





Project Schedule

Q&A

Question:

How can we be expected to develop a schedule?

Answer:

Utilize the LPA Manual - **Section #7**



Project Schedule

Section #7

- Provides Sponsor with outline of all necessary steps
- Most projects are approximately 2 to 3 yrs.
- Schedule is a “living document”
Needs attention and communication to thrive



Project Schedule

Section #7 Key Points

- NHDOT review and comments need to be accommodated throughout
- Schedule is flexible to some extent – but the NHDOT Project Manager needs to be kept in the loop



Step #4 – Project Phases

Three Main Phases

- 1) Preliminary Engineering (PE)**
- 2) Right-of-Way (ROW)**
- 3) Construction (CON)**



Project Phases

Funding by Phase

- Federal grant money is programmed by **phase (PE, ROW, CON)** according to the **Federal Fiscal Year** (Begins Oct 1st)



Project Phases

Statewide Transportation Improvement Program

- Federal grant money is publicly accounted for in the **STIP** - **Statewide Transportation Improvement Program** by **phase** (**PE, ROW, and CON**)

Project Phases

Amending the STIP

Total Cost of Project Within Approved STIP Years	Full Amendment 4 months +/-	Administrative Modification 2 months +/-	Information Only 1 month +/-
Less than \$1 Million	More than 75%	50 to 75% \$750K limit	Less than 50% \$500K limit
\$1M to \$5M	More than 30%	20 to 30% \$750K limit	Less than 20% \$500K limit
\$5M to \$10 M	More than 20%	10 to 20% \$1.5M limit	Less than 10% \$500K limit
\$10M to \$50M	More than 10%	10 to 20% \$3.5M limit	Less than 5% \$750K limit
More than \$50M	More than 5%	1 to 5% \$5M limit	Less than 1% \$1M limit



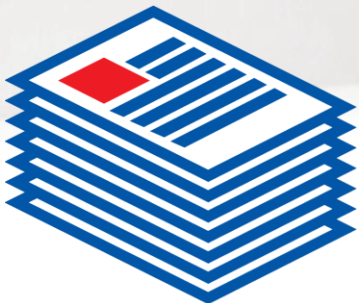
Project Phases

Close coordination with your
NHDOT Project Manager is needed
to properly manage **PE, ROW, and**
CON dollars relative to the
Federal Fiscal Year and the **STIP**



Step #5 - Progress Report

- **Monthly** Progress Reports from the Sponsor are **required**
- Shall be submitted once Scoping Meeting is held





Progress Report

Content:

- Briefly describes the activities completed during the month
- Notes the items remaining for project or milestone completion
- Gives an estimated time of completion for tasks

See handout for example progress report



Step #6 - Reimbursement Request

- **Monthly** Reimbursement Requests from the Sponsor are also **required**
- This requires **timely**:
 - Bills from Vendor to Sponsor
 - Payment to Vendor from LPA
 - Reimbursement requests to NHDOT



See handout for example reimbursement request



Reimbursement Request

Eligible costs

- Only eligible costs can be reimbursed
- Only work that has been previously authorized by NHDOT can be reimbursed
- NHDOT reimburses a % share based on Project Agreement (typically 80%)

See LPA Manual Section #12 for description of eligible PE, ROW and Construction costs

3 Types of Reimbursement Requests

1) Consultant requests

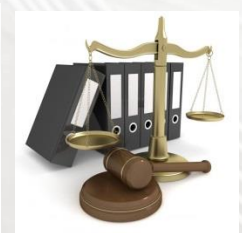
- engineering, architectural and surveying services



2) Construction requests



3) Other Goods and Services requests



Reimbursement requests will vary depending on types noted above



Consultant Reimbursement Requests

Monthly Package to NHDOT:

- Use sponsor letterhead
- State amount requested
- Provide proof of sponsor payment, and
- *Provide running summary of costs incurred (this will become the project financial summary at end of project)



***New Requirement**



Consultant Reimbursement Requests

Also Provide:

- Copies of each consultant invoice with detailed information including summary of contract total, current expenditures and spent to date

Cost Plus Fixed Fee invoices require more information than Lump Sum invoices

See Section #12



Consultant Reimbursement

For Cost Plus Fixed Fee Invoices Include:

- Direct labor rates billed
- Indirect labor rates (overhead)
- Time sheets
- Proof of direct expenses
- Fixed Fee (profit) justification



Consultant Reimbursement

A Note About Fixed Fee (Profit)

- **Fixed Fee** for all consultant contracts is fixed and billed as **% of project completion** (not a % of labor)
- Invoices should justify the amount of fixed fee billed with the progress to date
- If service is completed with fewer hours, consultant is still entitled to entire **fixed** fee



Consultant Reimbursement Request

Sponsor and Consultant cover letter certification statements

**"Sponsor / Consultant acknowledges that they have reviewed the enclosed invoice and believe it to accurately reflects the work performed."*

****Required statement from both sponsor and consultant***



Construction Reimbursement Request

- **Construction Engineering**
(CE) Requests shall follow the same process as the **Consultant Process**



- **Construction Contractor**
requests will be covered this afternoon in the Construction Part 1





Other Goods and Services

What are they?

- Buying **Goods** or **Services** for projects other than consultant services and construction
- **Examples:**
 - Safe Routes to School **bike helmets** (Goods)
 - **Appraisal** as part of Right-of-Way process (Service)





Other Goods and Services

Rules for soliciting for **Goods**:

TYPE OF PURCHASE	PRICE RANGE	ACTION
GOODS	UNDER \$500	KEEP RECEIPTS
GOODS	\$500 TO \$2000	CHECK 3 VENDORS
GOODS	> \$2,000	BID



Other Goods and Services

Rules for soliciting for **Services**:

TYPE OF PURCHASE	PRICE RANGE	ACTION NEEDED
SERVICE	< \$1,000	3 QUOTES PHONE OR WEB
SERVICE	\$1,000 TO \$2000	3 WRITTEN QUOTES
SERVICE	> \$2,000	BID



Other Goods and Services

Reimbursement requests under \$2,000

Sponsor shall provide
documentation of the process
used and the prices/quotes
obtained



Other Goods and Services

Reimbursement requests \$2,000 or more provide proof of:

➤ Bid solicitation



➤ Written specifications used to bid



➤ Regional or statewide newspaper ad with dates published



➤ Electronic media publication

Section #28





Other Goods and Services

\$2k + \$2K + \$2K = Trouble

- Multiple small orders under \$2,000 to avoid bidding is not allowed
- Cost shall be considered ineligible for reimbursement





Reimbursement Request

For All Types of Requests:

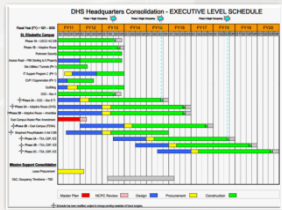
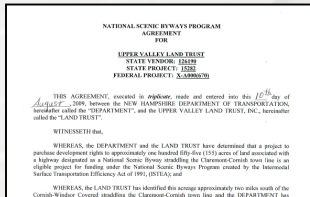
- We look for required information and if acceptable, approve the request and process payment to the Sponsor
- Once the request is approved, we generate a letter to the Sponsor noting the approval and stating that payment should be received within 3 weeks



6 Project Administration Elements

Re-Cap:

- 1) LPA Project Agreement
- 2) Scoping Meeting
- 3) Project Schedule
- 4) Project Phases
- 5) Progress Reports
- 6) Reimbursement Requests





Project Administration

Project Status

- LPA Project Agreement Executed ✓
- Initial Project Schedule Set ✓
- Budget for each Phase is developed ✓
- Progress Reports submitted monthly ✓
- NHDOT Notice to Proceed to QBS ✓

(Qualification Based Selection)



Project Administration

Questions ?



Next Up:
Consultant Selection